

**DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST**

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR PROJECT DEVELOPMENT AND ENGINEERING SERVICES RELATED TO THE PREPARATION OF THE ENVIRONMENTAL DOCUMENTS AND PRELIMINARY DESIGNS FOR THE PROPOSED PROJECTS LISTED BELOW:

One firm/team will be selected for each project. Firms shall indicate which project(s) they are requesting consideration.

TIP No. U-5713

Craven County

The proposed project is the upgrade of existing US 70 to a freeway from the Neuse River Bridge to SR 1124 (Grantham Road). The project consists of upgrading the US 70 roadway to freeway standards, constructing interchanges at several locations, and widening surrounding service roads. The length of the project is approximately 2 miles.

U-5307 TENTATIVE SCHEDULE:

Environmental Assessment – October 2017
FONSI – October 2019
Right of Way– October 2020
Let – October 2022

SCOPE OF WORK

The project will consist of crafting a Federal Environmental Assessment (EA) and Finding of No Significant Impact (FONSI) for the proposed project and assimilating the various component technical memoranda. The project will follow the NEPA/404 Merger process. The document will evaluate the potential impacts to the human and natural environments of the proposed project.

The work will also include Functional designs and Corridor Maps prepared for all preliminary alternatives considered in the EA, as well as Public Hearing Maps.

NOTE: Historic architectural, archaeological, and specialized T&E surveys (mussels and bats) are NOT part of this scope of work. These services will be provided by in-house staff or current on-call contracts managed by the Project Development & Environmental Analysis Unit.

No traffic forecast, surveying, photogrammetric or geotechnical services are anticipated.

The plans for the roadway listed above shall be prepared in electronic format. All electronic files shall be in Microstation format using Geopak software.

The primary and/or subconsultant firm(s) shall be Pre-qualified to perform services for the North Carolina Department of Transportation to perform the below referenced work. Work Codes required are:

- **00063 – Environmental Assessments/Findings of No Significant Impacts**
- **00269 – Urban Roadway Design**
- **00126 – Interchange Design**
- **00171 – Public Involvement**
- **00005 – Project Level Air Quality Analysis**
- **00439 – Quantitative Mobile Source Air Toxics (MSAT) Analysis**
- **00440 – Quantitative Particulate Matter (PM) Analysis**
- **00059 – Ecological and Biotic Community Surveys**
- **00280 – Wetland and Stream Delineation**
- **00036 – Community Impact Assessment/Indirect and Cumulative Effects**
- **00116 – Indirect and Cumulative Impacts Assessment**
- **00114 – ICI Water Quality Assessments**
- **00308 – Limited English Proficiency (LEP)**
- **00243 – Threatened and Endangered Species Survey and Studies**
- **00434 – Tier II Complete Hydrological and Hydraulic Design**
- **00256 – Traffic Simulations Using Advanced Modeling Software**
- **00253 – Preliminary Traffic Noise Analysis (TNA) for NEPA Documents**

Please include the work codes on the RS-2 forms.

TIP No. U-5716

Onslow County

The proposed project is to convert the existing at-grade intersection of US 258/NC 24 and NC 53 (Burgaw Highway) to an interchange.

U-5716 TENTATIVE SCHEDULE:

Categorical Exclusion – April 2018

Right of Way– April 2019

Let – April 2021

SCOPE OF WORK

The project will consist of crafting a Federal Categorical Exclusion (CE) and Interchange studies/report for the proposed project and assimilating the various component technical memoranda. The project will follow the NEPA/404 Merger process. The document will evaluate the potential impacts to the human and natural environments of the proposed project.

The work will also include Functional designs and Corridor Maps prepared for all preliminary alternatives considered in the CE, as well as Public Hearing Maps.

NOTE: Historic architectural, archaeological, and specialized T&E surveys (mussels and bats) are NOT part of this scope of work. These services will be provided by in-house staff or current on-call contracts managed by the Project Development & Environmental Analysis Unit.

No traffic forecast, traffic analysis, surveying, photogrammetric or geotechnical services are anticipated. **Right of Way and Final Plan preparation, Hydraulic Design, and Traffic Control Plans may be added in the future at the discretion of the Department.**

The plans for the roadway listed above shall be prepared in electronic format. All electronic files shall be in Microstation format using Geopak software.

The primary and/or subconsultant firm(s) shall be Pre-qualified to perform services for the North Carolina Department of Transportation to perform the below referenced work. Work Codes required are:

- 00032 – Categorical Exclusions
- 00269 – Urban Roadway Design
- 00126 – Interchange Design
- 00127 – Interchange Modification/Justification Reports
- 00171 – Public Involvement
- 00005 – Project Level Air Quality Analysis
- 00059 – Ecological and Biotic Community Surveys
- 00280 – Wetland and Stream Delineation
- 00036 – Community Impact Assessment/Indirect and Cumulative Effects
- 00116 – Indirect and Cumulative Impacts Assessment
- 00114 – ICI Water Quality Assessments
- 00308 – Limited English Proficiency (LEP)
- 00243 – Threatened and Endangered Species Survey and Studies
- 00434 – Tier II Complete Hydrological and Hydraulic Design
- 00253 – Preliminary Traffic Noise Analysis (TNA) for NEPA Documents

Please include the work codes on the RS-2 forms.

TIP No. I-5716

Catawba County

The proposed project will add a clover ramp to the northwest quadrant of the interchange (exit 125) of I-40 and SR 1007 (Lenior Rhyne Boulevard).

I-5716 TENTATIVE SCHEDULE:

Categorical Exclusion – March 2017
Right of Way– March 2018
Let – March 2020

SCOPE OF WORK

The project will consist of preparing a Federal Categorical Exclusion (CE) and Interchange Justification Report (IJR) for the proposed project and assimilating the various component technical

memoranda. The project will follow the NEPA/404 Merger process. The document will evaluate the potential impacts to the human and natural environments of the proposed project.

The work will also include Functional designs and Corridor Maps prepared for all preliminary alternatives considered in the EA, as well as Public Hearing Maps.

NOTE: Historic architectural, archaeological, and specialized T&E surveys (mussels and bats) are NOT part of this scope of work. These services will be provided by in-house staff or current on-call contracts managed by the Project Development & Environmental Analysis Unit.

No traffic forecast, traffic analysis, surveying, photogrammetric or geotechnical services are anticipated. **Right of Way and Final Plan preparation, Hydraulic Design, and Traffic Control Plans may be added in the future at the discretion of the Department.**

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- **00171 – Public Involvement**
- **00005 – Project Level Air Quality Analysis**
- **00059 – Ecological and Biotic Community Surveys**
- **00280 – Wetland and Stream Delineation**
- **00036 – Community Impact Assessment/Indirect and Cumulative Effects**
- **00116 – Indirect and Cumulative Impacts Assessment**
- **00114 – ICI Water Quality Assessments**
- **00308 – Limited English Proficiency (LEP)**
- **00243 – Threatened and Endangered Species Survey and Studies**
- **00434 – Tier II Complete Hydrological and Hydraulic Design**
- **00253 – Preliminary Traffic Noise Analysis (TNA) for NEPA Documents**

Please include the work codes on the RS-2 forms.

All services shall be done in accordance with the guidelines and standards for each unit.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that

these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be prequalified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All prequalified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The evaluation of performance on any previous contracts with the North Carolina Department of Transportation; 40%
2. The firm's experience and staff to perform the type of work required, including any designated subconsultants; and 40%
3. Ability to meet the schedule. 20%

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, DocuDesk deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system **as a .pdf file:** psmu-411@ncdot.gov. The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the Firm's Name, and "LOI for U—5713, U-5716, and I-5716.

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov. A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm prequalification;
- **Statement of which project(s) the firm is requesting consideration;**
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II - Evaluation Factors

This section is limited to seven (7) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify personnel qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of approach;
- Any innovative approaches to be used;
- List all contracts, type of work, percentage complete, and outstanding balances with the NCDOT and NCTA;
- List any work being performed as a subconsultant on any NCDOT and NCTA. This work should be listed by TIP, prime consultant, type of work and outstanding balance;
- List any contracts that selections have been made, but not approved by the Secretary of Transportation; and
- List any upcoming work that may be a subsequent phase to an existing contract

Note: If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to six (6) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form).

Please include the work codes on the RS-2 forms.

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Advertised July 1, 2014

Private consulting firms are invited to have letters of interest for furnishing services for project development services **FTS-ed** to the Professional Services Management Unit by **12:00 p.m.** on **July 22, 2014**. **Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements, or if they are sent by any means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

Any questions concerning the advertisement or scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **August 7, 2014**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> by **August 8, 2014**.